

TACUBO Bylaws

Article I. Fees

Section 1

The annual institutional membership fee shall be five hundred (\$500.00) for each fiscal year and shall be due no later than thirty days of invoice date.

Section 2

Any institutional member who fails to pay the annual membership fee after the invoice due date will receive a written reminder from the Treasurer. If no action is taken after sixty days of the Treasurer notification, with approval of the President, the institutional member shall be dropped from the list of members. No institutional membership fee shall be charged to honorary and affiliate members of the Association.

Section 3

An individual, annual meeting(s) registration fee and due date shall be determined by the Executive Committee.

Article II. Committees

Section 1 — *Executive Committee*

The Executive Committee shall be composed of the following:

- a. President,
- b. President-Elect,
- c. Secretary,
- d. Treasurer,
- e. Arrangements Chair,
- f. Constitution and Bylaws Chair,

- g. Sponsorships Chair,
- h. Immediate Past President of the Association, and
- i. Four (4) at-large members for succession planning purposes of the Executive Committee.

The President shall be Chair of the Executive Committee. The Executive Committee shall have those duties specifically assigned in the Constitution and Bylaws and others assigned by the President.

The at-large members may be assigned to assist one or more of the aforementioned officers, as necessary.

Section 2 — *Standing Committees*

The following standing committees shall be appointed by each institution's Primary member:

- a. Accounting Principles,
- b. Budget,
- c. Health Related Institutions,
- d. Asset Management, and
- e. Student Business Services.

Each institution's Primary member may appoint one individual to serve on each of these Committees. Committee appointments will be made by the Primary Member no later than August of each year, and appointed representatives will serve on the Committee for a staggered, three-year term. Primary Members will appoint/reappoint representatives as terms expire or vacancies arise.

The Committee Chair will be appointed by the President of TACUBO and will serve a three-year term. Other Committee Officers (Vice Chair, Secretary, etc.) may be appointed by the Committee members with the same three-year term limit. Chairs will be appointed no later than August of each year.

Committee Chairs have the discretion to form working groups as needed to allow for a manageable number of committee members to address specific topics.

Committees will meet, preferably in-person, at all summer and winter meetings. Additional virtual, phone or in-person meetings may be called as determined by the Chair(s) of the committees.

Committee Chairs will provide a report of the Committee activities to the general membership at the winter and summer TACUBO Conferences and upon request from the Executive Committee.

A Program Committee, consisting of the Chairs of the aforementioned, standing committees and an optional member-at-large (who is not a Primary member), will assist the President-Elect with the planning of the content for the winter, summer, and Primary Members TACUBO Conferences. The member-at-large will be appointed by the President with the approval of the Executive Committee and will serve a three-year term. The President-Elect will serve as chair of the committee.

Section 3 — *Other Committees*

The following standing committees may be appointed by the President with the approval of the Executive Committee:

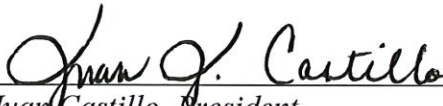
- a. Arrangements,
- b. Nominations, and
- c. Constitution and Bylaws.

Unless otherwise specified, the members of the standing committees in this section shall serve for a period of three years. Committee members may be reappointed.

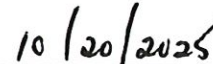
The President of the Association shall have the authority to establish and disband such other ad-hoc committees as deemed necessary for the welfare of the Association.

Articles III. Amendments

These Bylaws may be amended at any annual meeting by a two thirds majority vote cast by the Primary members present and voting, provided that notice of the amendment has been sent to the Primary members at least thirty days in advance of the meeting at which such amendment is to be acted upon. An amendment not thus proposed in advance may be passed by a four-fifths majority vote cast by the Primary members present and voting.



Juan Castillo, President



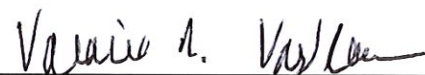
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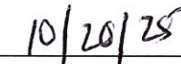
Clayton Gibson, Secretary



Date



Valarie Van Vlack, Constitution and Bylaws Chair



Date